



**70TH INTELLIGENCE WING**

**Supplement 1**

**29 JULY 2002**

**Communications and Information**

**TRANSMISSION OF INFORMATION VIA THE  
INTERNET**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally.

---

OPR: 70 IW/SCM (SMSgt Vanessa Robinson)

Certified by: 70 IW/SC (Lt Col Robert Cabell)

Pages: 7

Distribution: L

---

**AFI 33-129, 4 April 2001, is supplemented as follows.** This supplement provides specific 70 IW guidance concerning the use of the Internet. The guidance applies to 70 IW and subordinate unit's public and restricted web pages made available via the NIPRNET, SIPRNET, Top Secret Sensitive Compartmented Information (SCI), and National Tactical Integration (NTI) Local Area Networks (LAN.) This supplement will be used with policy and procedures outlined in AFI 33-129, *Transmission of Information Via the Internet*; AFI 35-101, *Public Affairs Policies and Procedures*; and NSA Web Page Policy. This publication does not apply to Air National Guard (ANG) or US Air Force Reserve units.

3.11. Information Provider and Office of Primary Responsibility (OPR) are the same.

3.11.5. (Added) Determining the level of protection required when providing information to be posted to the web page or links to other pages.

3.11.6. (Added) Ensuring each link is reviewed and validated every month by the web page maintainer.

3.13.5. Ensure annual review of restricted web sites.

3.13.6. (Added) The commander has overall responsibility for the transmission of information via the Internet.

3.14. Multi-Disciplinary Review Board. 70 IW and subordinate unit review boards will consist as a minimum of representatives from Communications and Information (Records Management, Privacy Act, Freedom of Information Act, and Web Master), Public Affairs, Legal, and the Operations Security Program Manager. Reviews will ensure information posted on the public and unclassified restricted web sites do not contain information that is sensitive from operational, public affairs, privacy, legal, acquisition, technology, security, or records management perspectives.

3.14.1. (Added) (For 70 IW staff only.) Security Forces is a member of the multi-disciplinary review board.

3.15. (Added) Chief, Communications and Information will ensure:

3.15.1. (Added) 70 IW and each group appoint (in writing) a web master to oversee all policy and guidance on web pages. Send appointment letters to 70 IW/SCM Web Master.

3.15.1.1. (Added) (For 70 IW only.) 70 IW/SCM is appointed web master and will manage policy and guidance.

3.15.2. (Added) 70 IW and each group will appoint (in writing) a web server administrator. Send appointment letter to 70 IW/SCM Web master.

3.15.2.1. (Added) (For 70 IW only.) The web server administrator will be located in the 694 SPTS/SC.

4.1. Web server administrator will be appointed in writing.

4.1.1.15. (Added) Securing operation, maintenance and administration of the server, to include system backups and disaster recovery.

4.1.1.16. (Added) Ensuring certification and accreditation of their web server before connecting to the network, as well as, developing, coordinating, publishing, maintaining and testing support plans for contingency and service restoration. Ensure these plans are part of the certification and accreditation documentation.

4.1.1.17. (Added) Implementing security and access controls directed by Network Control Center (NCC), web master, or web page maintainers.

4.1.1.18. (Added) Observing incoming and outgoing user activity to identify possible security threats. If the web server administrator discovers possible evidence of criminal activity during monitoring, the administrator promptly discloses the possible evidence to the JA office, C4 Security Officer (CSO), Security Force and the local Information Assurance Office.

4.1.1.19. (Added) When required, grant all web masters and web page maintainers access to the web server to post page(s).

4.1.1.20. (Added) Ensuring web masters and web page maintainers have been appointed prior to granting access to the web server.

4.1.1.21. (Added) Training and certifying web masters and web page maintainers after appointment.

4.2. Each two-letter staff office will appoint in writing, a primary and alternate (if applicable) web page maintainer who will be responsible for the two-letter top-level home page and any subordinate pages. The web page maintainer will be properly trained before being granted access to develop and post web pages. Send appointment letters to the appropriate organization's web master.

4.2.1.1. Developing and maintaining the web pages in accordance with all applicable policy and guidance.

4.2.1.3. Validating all links on pages under their control prior to any initial linking and every month thereafter.

4.2.1.7. Reviewing web pages monthly to remove outdated and superseded information.

4.2.1.9. (Added) Ensuring all web page documentation is maintained IAW AFMAN 37-139, *Records Disposition Schedule*.

4.2.1.10. (Added) Completing a self-inspection on their applicable web pages annually.

4.2.1.11. (Added) Ensuring information providers receive the necessary coordination and approvals for new or substantially changed information prior to providing information for release to the web.

4.3. (Added) Web master is responsible for:

4.3.1. (Added) Ensuring all applicable offices (JA, PA, SC, SF, DO, etc.) play a key role in establishing organization's policy.

4.3.2. (Added) Ensuring web page templates are designed, developed, approved, and implemented.

4.3.3. (Added) Ensuring each two-letter staff office appoints a web page maintainer only if they have a need for a web page.

4.3.4. (Added) Working with web server administrator to ensure web page maintainers are trained and certified.

4.3.5. (Added) Ensuring 70 IW and group multi-disciplinary review boards are established.

4.3.6. (Added) Establishing the timeframe for the multi-disciplinary boards review of all web pages.

4.3.7. (Added) Ensuring multi-disciplinary board reviews all unit web pages annually.

4.3.8. (Added) Completing SAVs on all organization's top-level home page and subordinate pages annually.

7.2.1.1. Also, use **Table 3. (Added)** for the list of minimum coordinators. Information providers must ensure coordination is received on material prior to the release of information via public web sites.

7.2.2. 70 IW will have only one public web page. The public web page will be a subordinate page off ACC and AIA public web sites. 70 IW/PA will be the web page maintainer of this page.

7.3.1.1. Also use **Table 3. (Added)** for the list of minimum coordinators. Information providers must ensure coordination is received on material prior to the release of information via restricted web sites.

**Table 3. (Added) 70 IW Minimum Release of Information Approval Coordinators**

<b>Coordinating Office</b>	<b>Type of Information</b>
Communications and Information	Web format/templates; Records; Privacy Act; material subject to Freedom of Information Act; and Publication and Forms Management
Operations	Operation Security (OPSEC)
Legal	Information subject to legality
Public Affairs	Information releasable to the public
Security Forces	Security Information

7.5. Prior to release of new or significantly changed information via the web page, information providers will forward an Internet Release Package consisting of, as a minimum, AF Form 1768, **Staff Summary Sheet** and a copy of the information for release. Use AF Form 1768 to coordinate, request approval, and document the process used to review information destined for Internet release. Information providers will use Table 1 and 3 to identify the required offices that will coordinate and approve the release of the appropriate information. The information provider is accountable in the event of unauthorized disclosure of limited access information.

7.5.1. (Added) The Staff Summary Sheet will include Office Symbol (70 IW/SC) Internet Release Request as the subject. The summary section of the Staff Summary Sheet will include the purpose of the release, the intended audience, the date required for release, which web site the information will be available (public or restricted), which domain the document will be available for review (NIPRNET, SIPRNET, SCI, or NTI), and estimated length of time the information will be available via the Internet. The release documents will be listed as the attachments to the Staff Summary Sheet. When listing the release document as an attachment, include the title and the document classification.

7.5.2. (Added) Prior coordinated and approved information that is continuously updated without significant change, or is deleted, does not require coordination/approval prior to the release or destruction.

7.5.3. (Added) Information providers will maintain the Internet Release Package in the official files until the corresponding information is removed from the Internet. Maintain the files according to the office file plan and AFMAN 37-139, *Records Disposition Schedule*, Table 37-18, Rule 17.

8.1.3. Only squadron commanders and above, command chiefs, first sergeants, Air Force Specialty Code (AFSC) functional managers, Company Grade Officers Committee, Top 3 Committee, and First 6 Committee are approved for the development of individual pages on restricted web sites. The web page title will reflect the position of the individual. Individual pages for other functions require the approval of the CC prior to posting.

8.2.1.4. (Added) 70 IW and groups' top-level home pages will have a link (where applicable) to ACC, 8AF, and AIA top-level home pages.

8.2.1.5. (Added) 70 IW top-level home pages will have a link to all groups' top-level home pages (where applicable). Groups will provide 70 IW/SCM Web Master with their Uniform Resource Locator (URL).

8.2.1.6. (Added) All group top-level home pages will have a link to 70 IW top-level home pages (where applicable). 70 IW/SCM Web Master will provide all groups with the 70 IW Uniform Resource Locators.

8.2.6. (Added) Internal Links.

8.2.6.1. (Added) Each subordinate page will have a link which returns to the organization's and two-letter staff office top-level homepage.

12. 70 IW and each group will announce new, or substantially changed information on each top-level and two-letter staff office home page.

12.1. All pages will list the information provider and web page maintainer office symbol.

12.2. Organization, office symbol, commercial phone number, and Defense Switch Network (DSN) phone number will be listed for both the information provider and web page maintainer.

12.3. Information provider and web maintainer personal E-mail addresses will not be listed; however, organizational email address can be listed.

12.5. (Added) Classification Markings. All top-level (home) pages and subordinate pages for the SIPRNET (secret), the NTI SIPRNET, and the Top Secret/SCI will have classification markings at the top and bottom of all pages. Straight text (ACSII) can be used to enter classification markings.

12.6. (Added) Last Updated and Last Reviewed Indicators. All top-level (home) pages will have a "Last Updated" and "Last Reviewed" date that will be placed at the bottom of the page. This will inform readers of the last day the page was updated or modified and the last day the page was reviewed.

12.7. (Added) Templates. Web masters are approving officials on all templates.

12.7.1. (Added) Template backgrounds should not interfere with the readability of the text and images should not be distracting. The only acceptable background graphic ensures a distinct contrast between foreground and background.

12.7.2. (Added) 70 IW and each group will have only one web page template that will be used as the top-level home page and all subordinate pages. This template will be used for public, NIPRNET, SIPRNET, and Top Secret Sensitive Compartmented Information (SCI) pages.

12.7.3. (Added) 70 IW will have only one web page NTI template that will be used for 70 IW NTI top-level home page, group's top-level home page, and all subordinate NTI pages.

13.1. 70 IW public page will have a banner prominently displayed on the top-level home page and subordinate pages (if applicable). Public site banners will be tailored to the audience and type of information presented. Use the privacy and security notice located in AFI 33-129, *Transmission of Information Via the Internet*, paragraph 13.1.1 and tailor it to meet your organization's needs.

13.2. Warning notices and banners will be placed on all organization's top-level home page and subordinate pages. Use the exact banner wording found in AFI 33-129, *Transmission of Information Via the Internet*, paragraph 13.2 for all restricted web pages.

19. (Added) Privacy Act Information. Documents that contain Privacy Act information (i.e. social security numbers; home telephone numbers; marital status; number and sex of dependents; civilian educational degrees and major areas of study; school and year of graduation; home of record; home address and phone; age; date of birth; present or future assignments for overseas or for routinely deployable or sensitive units; or office and unit address and duty phone for overseas or for routinely deployable or sensitive units) will not be posted on web pages. This ensures the individual's Privacy Act rights are protected, and controls the possible release of classified or sensitive information.

20. (Added) Freedom of Information Act (FOIA).

20.1. (Added) Personally identifying information including name, rank, e-mail address, and other identifying information regarding personnel, on rosters, directories (including telephone directories), detailed organizational charts, and similar document showing lists of personnel will not be placed on publicly accessible web pages and IP, domain or .mil-restricted web pages.

20.2. (Added) Electronic (EFOIA), and DoD 5400.7-R requires records that an agency determines likely to be the subject of subsequent or frequent FOIA requests to be placed in a FOIA Reading Room on the public server. Higher headquarters will be responsible for managing all 70 IW and subordinate groups' EFOIA records. Higher headquarters FOIA Officer in coordination with the functional OPR, or the owner of the records, will determine whether records qualify for posting to the FOIA Reading Room. Group FOIA offices will link to the Wing's FOIA Reading Room. The wing FOIA manager will provide the groups with the appropriate URL. The Wing FOIA office will link to higher headquarters Reading Room.

21. (Added) Publications and Forms Management. Publishing managers will designate online sources (e.g., publications and forms) as official, when available. Publishing Managers will designate their organization's online official sources in their publishing guidance. Only approved publications and forms will be posted to organizational web sites.

21.1. (Added) Unclassified Publications. Post unclassified publications on restricted web sites only.

21.2. (Added) Classified Publications and Forms. Post classified publications and forms on the appropriate classified restricted web site.

21.3. (Added) For Official Use Only (FOUO) Publications and Forms. Post FOUO publications and forms on restricted web sites only.

21.4. (Added) Accountable and Safeguarded Forms. These types of forms will not be posted to organizational web sites.

21.5. (Added) Classified When Filled In Forms. These types of forms will be posted to the classified restricted web site and the unclassified restricted web site as a print only form.

22. (Added) Web Training.

22.1. (Added) 70 IW and subordinate group's web master will work with the web server administrator to create a unit 3AXXX and Non-3AXXX Web Master Task Training List (MTTL). MTTL will list all required performance task for your unit.

22.1.1. (Added) As a minimum, the following documents will be used for the 3AXXX MTTL: 3A0X1 CFETP; AF JQS 3A0X1-225D, Position Certification For Workgroup Managers; ACC JQS Workgroup Manager Position Certification Requirements.

22.1.2. (Added) Supervisor's can add additional specific work center web task(s) if required.

22.2. (Added) Organization's web system administrator and web master will ensure web page maintainers are trained on all appropriate tasks listed in the unit's MTTL. Training will be accomplished with the use of computer-based training (CBTs) (if applicable) hands-on training, and/or video, etc.

22.3. (Added) Organization's web system administrator and web master will ensure certification is accomplished after completion of training.

22.4. (Added) Supervisors are responsible for ensuring additional training is accomplished, if necessary, beyond the organization's required training.

22.5. (Added) Web server administrator and web master must be trained and certified on all applicable tasks prior to providing training and certification.

23. (Added) Staff Assistance Visits (SAVs). 70 IW and subordinate units will use 70 IW, ACC, and AIA web checklists when performing SAVs.

### ***Abbreviations and Acronyms***

**CBT**—Computer-Based Training

**CFETP**—Career Field Education and Training Plan

**IAW**—In Accordance With

**JQS**—Job Qualification Standard

**MTTL**—Master Task Training List

**NCC**—Network Control Center

**NIPRNET**—Non-Classified Internet Protocol Router Network

**NTI**—National Tactical Integration

**SAV**—Staff Assistance Visit

**SCI**—Sensitive Compartmented Information

**SIPRNET**—SECRET Internet Protocol Router Network

**USERID**—User Identification

JAMES O. POSS, Colonel, USAF  
Commander